

3/7/2022

Louisiana Ethics Administration Program  
P O Box 4368  
Baton Rouge, LA 70821

Request for Advisory Opinion

I, Karla Courtade, currently work for the Department of Transportation and Development in the Highway Safety Office. I am the Statewide Highway Safety Improvement Program (HSIP) manager. My position involves the following duties:

- Develop, Program, Implement and Manage the Louisiana Highway Safety Improvement Program.
- Manage the HSIP Implementation Plan by ensuring that safety funded projects are on schedule and within budget.
- Plan, develop and manage a 5-year, financially constrained Highway Safety Construction Program.
- Select, prioritize and program LETTING dates on all safety projects.
- Review and approve all requests for project scope changes and budget adjustments.
- Coordinate safety project activities between DOTD, Federal Highway Administration (FHWA) and Metropolitan Planning Organization (MPO).
- Prepare written reports for the Highway Safety Administrator for projects that will be implemented using Highway Safety Improvement Funds (HSIP) and Federal Safety Transfer Funds.
- Prepare the annual FHWA HSIP Implementation Plan.
- Co-assist in the preparation and submittal of the HSIP Annual Report to FHWA.

I am about to retire and would like an ethical review for me to apply for a position as a Fatality Analysis Reporting System (FARS) Analyst. This is a position located at the Center for Analytics and Research in Transportation Safety (CARTS) at LSU and funded through the Highway Safety Section. I do not manage the contract with CARTS nor do I provide any crash report coding or crash data analysis in my current position. The position requires in depth review of fatal crash reports and coding into the FARS System through National Highway Traffic Safety Administration (NHTSA).

Sincerely,



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